



DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361

IN REPLY REFER TO
NAVAIRINST 5213.1C
AIR-7221
23 January 1984

NAVAIR INSTRUCTION 5213.1C

From: Commander, Naval Air Systems Command

Subj: Forms management in the Naval Air Systems Command field activities

1. Purpose. To state the policy, objectives, functions, and responsibilities for forms management in the Naval Air Systems Command (NAVAIR) field activities.

2. Cancellation. This instruction supersedes NAVAIR Instruction 5213.1B of 16 February 1977. Since this is a major revision, changes have not been indicated.

3. Policy. It is the policy of the Secretary of the Navy that each organizational component in the Department of the Navy (DON) shall provide for continuing analysis, review, and control of all forms and related procedures which it originates to assure that they make the maximum contribution toward more efficient, economical, and effective operations.

4. Objectives. The objectives of the program are to

a. increase awareness of the need for coordination with related information resource management policies and programs (i.e., information collection requirements, privacy and information systems), as a specific discipline encompassed by the Paperwork Reduction Act of 1980, Public Law 96-511;

b. ensure that appropriate forms and related procedures are developed and designed to facilitate the operations of the DON;

c. eliminate cost ineffective and duplicate forms through control, standardization, and consolidation of those serving similar functions, utilizing, wherever practicable, the higher echelon form; and

d. achieve the most efficient production and distribution of forms.

5. Definitions

a. Form. Any preprinted piece of paper containing an arrangement of blank spaces for the insertion of data. The term "form" may include printed envelopes, labels, tags, placards, signs, decals, drawing formats, and form letters.

b. Format. A prescribed logical sequence of presenting information or stating a request where the arrangement and layout of items is simple and flexible, thus permitting ready preparation by typewriter, and where the

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number of respondents is comparatively limited. A preprinted form in such instances would be both expensive and relatively ineffective. Most formats are prescribed for use in situations where the report is largely narrative in nature or where the amount of space needed by respondents to furnish the desired information varies substantially.

c. Form Number. A symbol of identification and approval assigned to a form by the organizational unit responsible for forms management. It is comprised of a prefix, consisting of an abbreviation of the title of the activity, followed by a number based on the appropriate standard subject identification code series.

6. Program Functions. Application of the following functions is essential to achieve program objectives:

- a. Issue policy, objectives, responsibilities, and procedures.
- b. Establish and maintain a forms clearing point of trained staff assistants to accomplish the following:
 - (1) Establishing and maintaining a forms file classified and filed in accordance with the DON Standard Subject Identification Code system as set forth in SECNAV Instruction 5210.11C. This file will provide a numerical and functional file.
 - (2) Providing central management reference service on all forms used by the activity.
 - (3) Reviewing all requests for new or revised forms and related procedures to ensure that standards are met.
 - (4) Approving or disapproving all forms regardless of method of reproduction.
 - (5) Providing forms design assistance.
 - (6) Identifying, for complete procedural study, problem areas related to forms requirements.
 - (7) Analyzing existing activity forms and related procedures on a continuing basis to ensure their conformance to management objectives.
 - (8) Reviewing annually all existing forms for continued usefulness, need of revision, improvement, or elimination.
 - (9) Coordinating the forms management function with reports, directives, data processing, and other management improvement functions, and with the printing, procurement, stocking, supply, and distribution of forms.
 - (10) Anticipating stocking requirements on Cog "I" forms and ordering in sufficient time for their receipt. Low or no usage items result in the possibility of removal from the supply system and prevents the supply system from functioning as designed.

(11) Attending formal training sessions in forms analysis and design when provided by components of the Navy Publications and Printing Service (NPPS).

7. Responsibilities

a. The NAVAIR Headquarters, General Services Division, Office Methods Branch (AIR-7221) is responsible for:

- (1) coordinating and evaluating forms management for NAVAIR; and
- (2) maintaining liaison with the Chief of Naval Operations, Chief of Naval Material, and other commands, bureaus, and offices on forms management affairs.

b. Components of NPPS are responsible for providing forms design and printing services for activities and commands which do not have the capability or available service.

c. Each activity of NAVAIR is responsible for establishing and administering a forms management program in support of the policy outlined above and in accordance with this instruction.

8. Guides

a. Department of the Navy (DON) Forms Management Program (SECNAV Instruction 5213.10C).

b. Forms Management Program Guidance (OPNAV Instruction 5213.1B).

c. Department of the Navy (DON) Reports Management Program (SECNAV Instruction 5214.2A).

d. Forms Analysis and Design (General Services Administration (GSA) Records and Information Management Handbook, NSN 0584-LP-502-0000).

e. Form and Guide Letters (GSA Records Management Handbook, FSN 7610-00-117-8777).

f. Specialty Forms (GSA Records Management Handbook, FSN 7610-00-133-5844).

g. Government Printing and Binding Regulations (Joint Committee on Printing, Congress of the United States).

h. Department of the Navy Publications and Printing Regulations (P-35).

i. Department of the Navy Standard Subject Identification Codes (SECNAV Instruction 5210.11C).

j. NAVSUP Publication 2002, Introduction to Navy Stock List of Publications and Forms, NSN 0535-LP-004-0100.

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9. Action. Addressees may develop and issue, as necessary, implementing instructions governing the management and control of forms management. One copy of any implementing instructions shall be forwarded to the Commander, NAVAIR (AIR-7221).

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Director, Administrative Policy and
Programs Directorate

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